



GOVERNMENT OF CANADA
COMMISSION DU SERVICE CIVIL
COMMISSION DE SERVICIO CIVIL

(date)

TO: Executive Director
Civil Service Commission

FROM: _____
(name)

SUBJECT: Letter of Appeal of Final Adverse Action

I, _____, hired as a classified employee of _____,
(name) (agency)

in the position of _____ do hereby request to appeal the Final
(agency)

Adverse Action taken against me on _____
(date)

I believe the Final Adverse Action should not be taken against me for the following reasons.

I may be contacted at _____, _____, or _____
(home phone) (cell phone) (work phone)

I currently reside at _____
(home address)

My current mailing address is _____
(mailing address)

(signature)



GOVERNMENT OF GUAM

CIVIL SERVICE COMMISSION KUMISION I SETBISION SIBIT

7TH Floor International Trading Center (ITC), Suite 709
Marine Corp Drive, Tamuning 96913
P.O. Box 3156 Hagatna, Guam 96932
Tel: 647-1855/57 Fax: 647-1867



TO: Employee or
Representative / Attorney of Employee
FROM: Executive Director
SUBJECT: **Employee Address and Disclosure Form**
RE: Adverse Action / Grievance / Furlough / Layoff / Investigation / Public Employee
Protection / Political Activity / Post Audit Appeals

Hafa adai! The Civil Service Commission requests the following information be provided to ensure proper notification of the status of appealed cases. Please print the information provided below.

NAME OF EMPLOYEE:

Last First Middle

CONTACT INFORMATION:

Work #: _____ Home #: _____ Cell #: _____

Primary Mailing Address: _____ Secondary Mailing Address: _____

NAME OF REPRESENTATIVE / ATTORNEY:

Last First Middle

FIRM / COMPANY: _____

CONTACT INFORMATION:

Work #: _____ Fax #: _____ Cell #: _____

DISCLOSURE OF INFORMATION: Upon filing of any appeal, documents submitted to the Civil Service Commission becomes public records / writings, after a judgment has been rendered. The documents may be disclosed, inspected, or copied pursuant to the Freedom of Information Act (5 GCA, Chapter 10) or at the discretion of the Executive Director. Personal information will not be made available (i.e. SSN#, home address, etc.) to the public.

I hereby agree and acknowledge that upon any changes of the above information, I will notify the Commission. Non-notification may result in my case being dismissed. Furthermore, I have read and understand the Disclosure of Information Statement above.

Signature of Employee and Date

Signature of Representative and Date

Employee and their Representative, if any, shall be responsible to notify the Civil Service Commission of any changes in contact numbers or address. Employee shall be primarily responsible for notifying the Commission of any changes in representation. Failure to notify the Commission may result in the dismissal of your case for failure to attend hearings and conferences.

Sensaramente,

Naomi Lujan-Gonzales